

POLICE RECORDS CLERK

DEFINITION: Under general supervision, performs work of moderate difficulty, compiling and recording police reports; distributes and files reports; assists public with obtaining police reports; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives criminal complaints from police officers; prepares police reports; receives all incoming reports including arrest, offense and accidents; enters data into appropriate information system; files report in numerical order; prepares quality control sheets; packages and ships inactive files to central storage; prepares crime statistic reports; conducts disposition check requests on individuals.

Assists public in finding, retrieving and releasing police reports; receives appropriate fees for reports and properly accounts for money; forwards reports to insurance companies, tribal agencies, Bureau of Indian Affairs (BIA) and other entities as requested; assists with fingerprinting; provides general information to public; assists with district court docket numbers and final dispositions for completion of Request of Arrest and Prosecution (RAP) sheets.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state and local laws, statutes, ordinances, rules and regulations.

Knowledge of standard office procedures and methods.

Knowledge of records management and report processing.

Knowledge of general police operations.

Skill in the use of a variety of office equipment.

Skill in use of a computer and related software.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years clerical experience.

PREFERRED QUALIFICATIONS:

- Records Management training.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.